



Finansira
Evropska unija

Podrška Evropske unije u promociji ravnopravnosti spolova i
suzbijanju diskriminacije u Bosni i Hercegovini



EU4 INCLUSION - IMPROVEMENT OF MONITORING AND REPORTING CAPACITIES ON VULNERABLE GROUPS' NEEDS IN BOSNIA AND HERZEGOVINA

Contract no: CN 2024/455-348_EU4INCLUSION

TERMS OF REFERENCE

JUNIOR NON-KEY EXPERTS FOR GUIDELINES DEVELOPMENT AND CAPACITY BUILDING ON REPORTING DISCRIMINATION

1. Beneficiary country

Bosnia and Herzegovina

1.1 Contracting authority

European Union

1.2 Relevant Project Background

1.2.1 Overall Objective

The overall objective of the Project is to contribute to improving socio-economic situation and living conditions in Bosnia and Herzegovina.

1.2.2 Project Purpose

In the context of Bosnia and Herzegovina's EU stabilisation and association process as regards economic criteria, Bosnia and Herzegovina is at an early stage of establishing a functioning market economy integration. As the country continues to advance along the path of EU integration, there is a growing expectation for it to align its policies, legislation, and practices with the standards and values upheld by the EU. This encompasses the imperative of addressing socio-economic disparities and elevating living standards to meet the established EU norms and benchmarks.

The efforts under the overall objective in relation to specific objectives will prioritize principles of non-discrimination, gender equality, and social inclusion. By embedding these principles into policy frameworks and development initiatives, Bosnia and Herzegovina can create a more equitable and just society, where every individual has the opportunity to thrive and contribute to the country's progress. Ultimately, the objective of contributing to the enhancement of the socio-economic landscape and living conditions in Bosnia and Herzegovina is indispensable to its EU integration journey, representing a commitment to shared values and a prosperous future within the European community

The project aims to achieve two specific objectives:

Specific objective 1. To provide support in development of system for monitoring and reporting on the needs and access to social inclusion services of vulnerable categories (persons with disabilities, Roma, rural women, etc.) to the Ministry of Human Rights and Refugees (MHRR) and other responsible institutions.

Specific objective 2. To strengthen capacities of Ministry of Human Rights and Refugees (MHRR), Gender Equality Agency (GEA), Ombudsman BiH and other relevant institutions in improving the protection of vulnerable categories and promotion of human rights.

The action will target effective implementation of the BiH Anti-Discrimination Law and the BiH Gender Equality Law.

Activity 2.5: Provide guidelines and capacity building for vulnerable groups (relevant NGOs) to recognize and report discrimination

Objective: To equip relevant NGOs with practical tools, knowledge, and follow-up support enabling them to effectively recognize, document, and report cases of discrimination in accordance with the BiH Anti-Discrimination Law and relevant international standards

STAFF	REALISATON PERIOD
<ul style="list-style-type: none"> Junior Non-Key Expert (30 wo/man days) 	Month 10 – Month 24
SUBACTIVITIES	RESULTS
Guidelines Development Capacity Building Workshops Follow-up Support and Evaluation	<p>Practical, user-friendly guidelines developed for NGOs on recognizing and reporting discrimination, aligned with the BiH Anti-Discrimination Law and international frameworks.</p> <p>Minimum of 4 workshops delivered to at least 40 representatives of NGOs across BiH to enhance their knowledge and skills in identifying and reporting discrimination.</p> <p>Final report documenting feedback, challenges, and recommendations from the NGOs, with proposals for improving institutional support and sustainability.</p>
OUTPUTS	INDICATORS
<ul style="list-style-type: none"> guidelines for NGOs on how to recognize and report discrimination. 	<ul style="list-style-type: none"> guidelines published and disseminated. Minimum 20 NGO representatives

- Agenda, training materials, and participant lists for all workshops conducted.
Evaluation forms collected and analyzed from each workshop.
- Final evaluation report including follow-up findings and practical recommendations.

trained participate in at least 14 trainings

II. Description of the Assignment

The expert will:

- Design and draft accessible and practical guidelines for NGOs on identifying and reporting discrimination.
- Deliver capacity-building workshops in key regions of Bosnia and Herzegovina tailored to the needs of organizations representing persons with disabilities, Roma, and rural women.
- Conduct follow-up communication and evaluation with participants to assess impact, needs for further support, and areas of improvement.

Guidelines and training will reflect both the BiH legal framework and relevant EU directives on equal treatment, procedural protections, and access to remedies. The experts will ensure that materials are inclusive, language-sensitive, and usable by smaller, community-based NGOs.

IV. Qualification and skills of JNKE:

Minimum general professional experience and competencies

- University degree, a post-graduate degree will be considered an asset, and its absence, equivalent relevant professional experience of 10 years in addition to 3 years of general professional experience in the area of human rights

Specific professional experience in relation to the specific assignment

1. Proven experience in developing guidelines/manuals related to human rights or anti-discrimination (at least 3 publications or products).
2. Delivered a minimum of 5 training events or workshops to civil society organizations on related themes.
3. Excellent understanding of the BiH Anti-Discrimination Law and international human rights standards.
4. Strong facilitation and communication skills, especially with diverse civil society actors.
5. Ability to produce clear and accessible documents and reports.